Resetting a Password

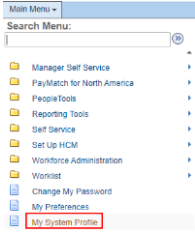| Step	Action
1.	In order to reset a password any time prior to the normal expiration of their password, the user must log into HCM Teamworks Employee Self Service (ESS) by entering their User ID and current password.
2.	Begin by navigating to the **My System Profile** page. **Note**: This simulation is an example of a transaction. When entering a transaction in the live TeamWorks HCM system, please select all values and options based on agency policy, the paperwork on hand, and the current situation. Click the **Main Menu** link. Main Menu ▼
3.	Click the **My System Profile** link. Main Menu ▼ Search Menu: Manager Self Service PayMatch for North America PeopleTools Reporting Tools Self Service Set Up HCM Workforce Administration Worklist Change My Password My Preferences My System Profile
4.	The **General Profile Information** page now displays and allows the user to update password and other personal information.
5.	Click the **Change Password** link. Change password
6.	Use the **Change Password** page to change the current password.
7.	The user must first enter their current password. Click in the **Current Password** field. Current Password
8.	Now, enter the current password. For this example, type **Emoticon21!**. Current Password

Step	Action
9.	The user must now enter their new password. Click in the **New Password** field. New Password [ ]
10.	Now enter the new password. For this example, type **Changes21***. New Password [ ]
11.	The user must now confirm their new password by re-entering the appropriate information. Click in the **Confirm Password** field. Confirm Password [ ]
12.	Re-enter the new password. Type **Changes21*** in the **Confirm Password** field. Confirm Password [ ]
13.	Click the **OK** button. OK
14.	The user has now successfully changed their password. Click the **Sign Out** link. Sign Out
15.	Click **here** (https://www.surveymonkey.com/r/25KG2HH) to take a quick survey.
16.	**Congratulations!** You have successfully completed **Resetting a Password**! **End of Procedure.**